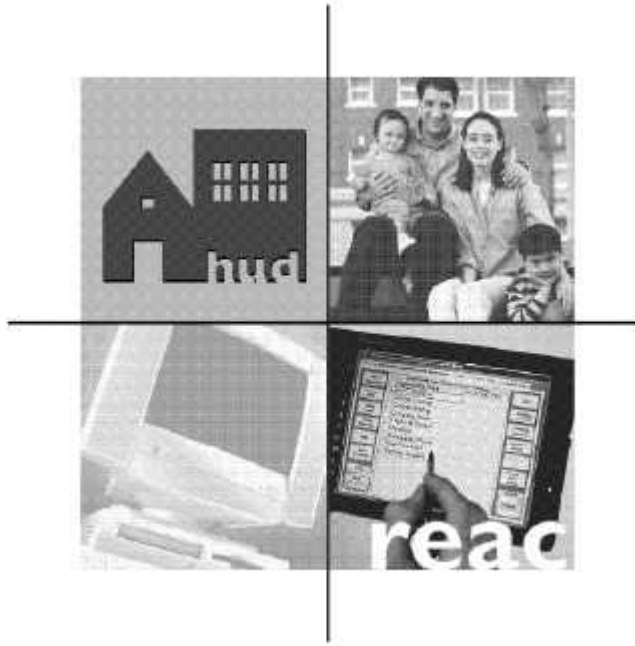


***US Department of Housing and Urban Development
Real Estate Assessment Center (REAC)***



**Resident Assessment Subsystem
(RASS) Training**

September 2001

Appendix B: Logging on to RASS

Appendix B: Logging on to RASS

Overview



Overview

This section contains information on logging into RASS as an external PHA of Multifamily user.

The following module describes this functionality in detail:

- Logging on as an External User (**Page 1**)

Intended Audience:

→ **Public Housing Agency Users**

Logging on as an External User

The following steps demonstrate how to access the Resident Assessment Subsystem as an External (PHA or Multifamily) user:

Step 1: Launch the Internet browser on your computer.

Step 2: Enter the following address in the **Location/Go to** field of the browser:
<http://www.hud.gov/offices/reac/>



Step 3: Press the **Enter** key on your keyboard.

The following screen “**Real Estate Assessment Center**” appears:

online systems link →

A screenshot of the HUD REAC Main Page. The page has a red header with the text 'HUD REAC MAIN PAGE'. Below the header is a navigation menu on the left with links: 'homes and communities', 'real estate assessment center', 'customers', 'products', 'tools', 'online systems', 'contact us', 'about reac', 'hud news', 'homes', 'communities', 'working with hud', 'resources', 'tools', 'webcasts', 'mailing lists', 'federal clearinghouses', 'contact us', and 'help'. The main content area has a title 'real estate assessment center' and a subtitle 'real estate assessment center (reac)'. It features sections for 'features', 'important announcement', 'what's hot!', and 'highlights'. The 'important announcement' section mentions the extension of the filing deadline for Annual Financial Statements (AFS) to April 7, 2001. The 'highlights' section lists several news items, including 'The Business of Government Journal takes a look inside REAC' and 'PHAs will receive Development Level Survey'. The footer contains contact information for the U.S. Department of Housing and Urban Development, including the address, telephone, and TTY numbers.

Step 4: Single click on the online systems link located to the left of the screen.

The Following screen “Online Systems” is displayed:

Description: The online systems page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems using the LOG IN push button.

ONLINE SYSTEMS SCREEN

HUD HOME ABOUT HUD Q & A SEARCH / INDEX E-MAIL

online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID. **LOG IN**

TOPICS
[customers](#)
[products](#)
[tools](#)
[online systems](#)
[contact us](#)
[reac home](#)

IMPORTANT ANNOUNCEMENT
The filing deadline for electronically submitted Annual Financial Statements (AFS) has been extended to April 7, 2001. [See details on extension.](#) Updated March 21, 2001

System Alert
The Public Housing Assessment System (PHAS) Electronic Submissions-- Extension of Time. [See details on extension.](#) Updated March 22, 2001

REAC System users experience difficulty. [Read more.](#)
Updated March 19, 2001

ATTENTION USERS OF REAC ONLINE SYSTEMS!
The browser you are using may affect your ability to access REAC System Applications. [See Details.](#) Updated March 6, 2001

WHAT'S NEW

SIGNIFICANT REVISIONS!
Industry User Guide for the Financial Assessment Subsystem-Multifamily Housing (FASSUB) Changes to FASS-MF. To [view guide](#) go to Documents and Guidance. Updated February 9, 2001

IMPORTANT! Obtaining instructions for getting a UII has just gotten easier!
Retrieve the short version of the [UII Registration Instructions](#) Updated January 24, 2001

NEW! Financial Assessment Subsystem - Public Housing Agencies

NEED A USER ID?
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.
[Multifamily Housing Entity](#)
[Public Housing Agency](#)

HIGHLIGHTS

SINGLE FAMILY APPRAISAL QUALITY SYSTEM ACCESS
All AQA Contractors and Review Appraisers must register for a Secure Systems ID and password to access SASS Online. [Additional information and online registration.](#)

TENANT INCOME VERIFICATION SYSTEM (TEVS) ACCESS
The former TEVS site to access SS and SSI benefit history and income discrepancy reports for Public Housing Authorities (PHAs) has been transferred to REAC. [TEVS' new location.](#)

If your public housing authority needs technical assistance, please contact the Social Security and Supplemental Security Income Hotline Internet Facility at (202) 708-4932, extensions 3319 or 3321.

TENANT INCOME DISCREPANCY RESOLUTION
To review and report on Tenant Income Discrepancies, PHAs, owners, and management agents select the "Log In" button located at the top of this page.

SYSTEM PASSWORDS
Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)

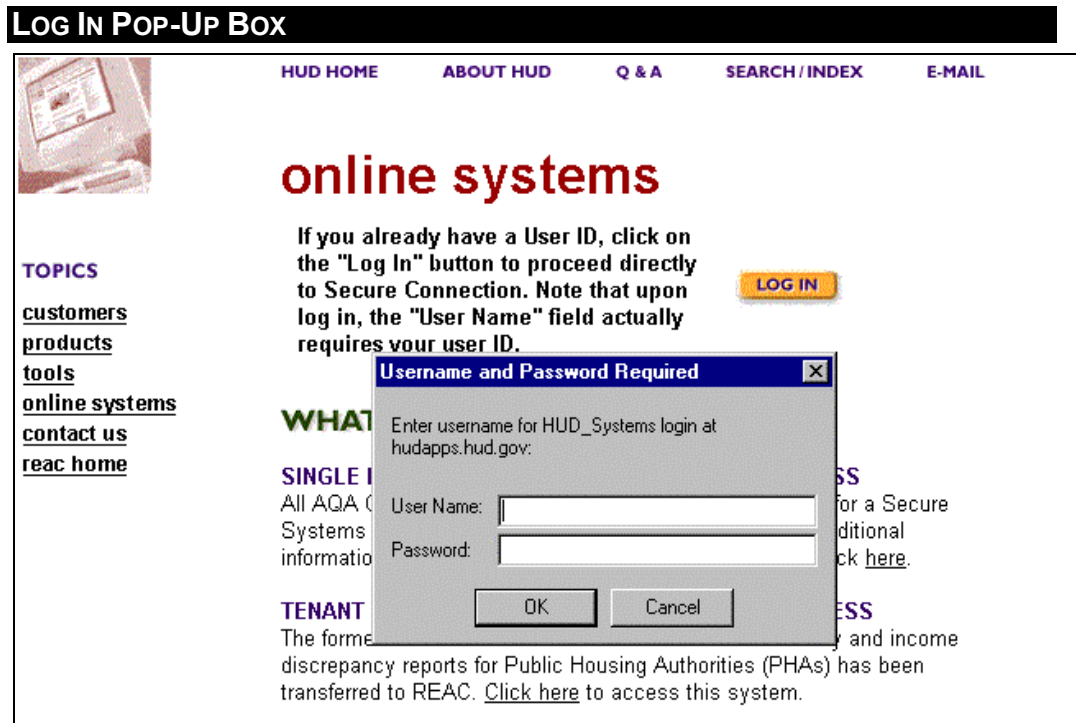
QUICK TIPS DESK REFERENCE
REAC has prepared handy, one page desk reference sheets with step by step instructions for obtaining user IDs and logging into the secure systems. They are quick, easy and colorful. [Print Quick Tips now.](#)

SYSTEM SECURITY USER GUIDE FOR PHAS
This guide provides instructional guidelines on how to get a user ID, access Secure Systems, and perform system administration functions.

Last revised: March 22, 2001

Step 5: Single click on the **LOG IN** pushbutton at the top-right of the screen.

The following **Username and Password Required** pop-up box appears:



Step 6: Enter your user ID and password.

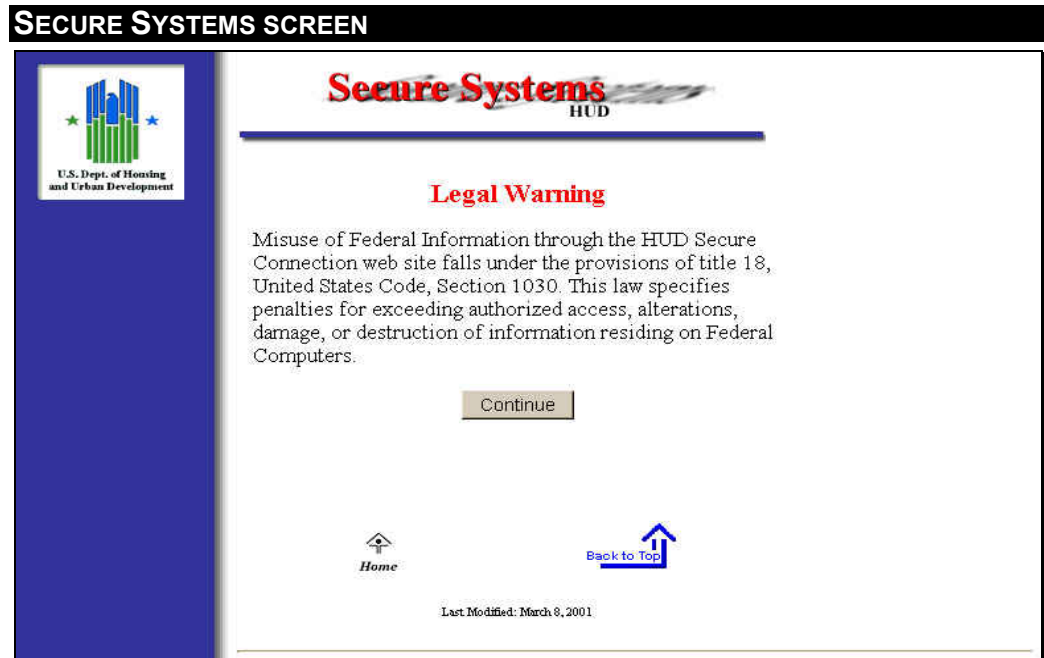


Note


NOTE: The user ID is six characters where the first character is an "M" and the remaining 5 characters are numeric. An example of a user ID would be as follows: **M12345**.

Step 7: Single click  pushbutton.

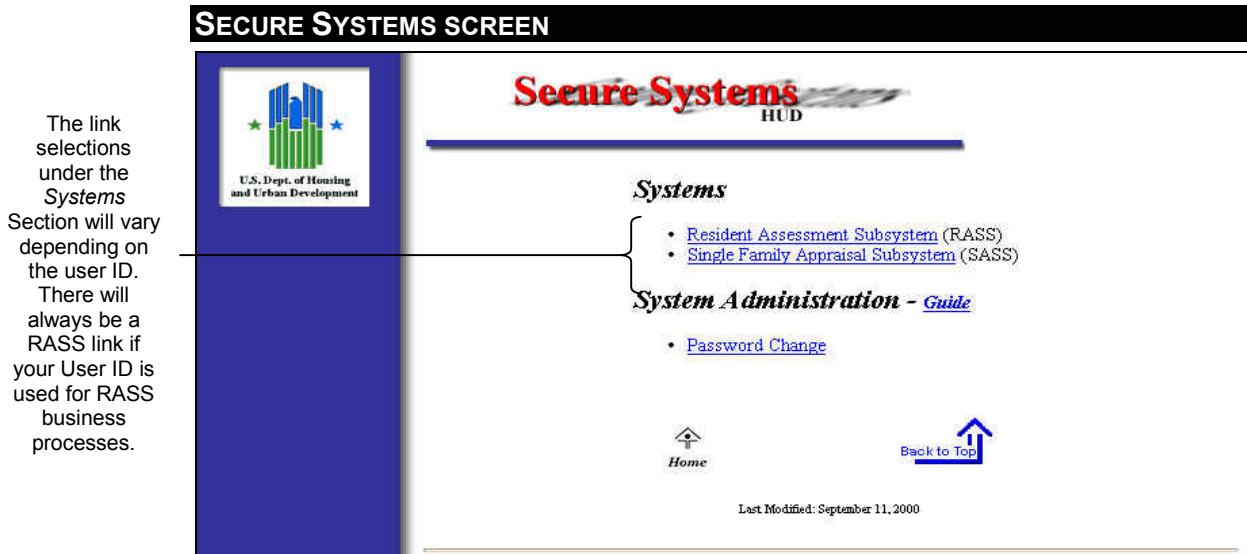
The Resident Assessment- Secure Systems Legal Warning screen is displayed:



Step 8:

Single click the  pushbutton. Resident Assessment- Secure Systems Selection screen appears.

The following screen is displayed:



Step 9:

Single click on the Resident Assessment Subsystem (RASS) link. This will take you to your specific system menu. Examples: Survey Administrator Communications screen or the PHA Main screen.